

21 October 1994

SYSTEMS OVERHEAD ELEMENT

1. Mission Statement. Provides management and administration for the Systems Flight.

2. Core Composition. This element was developed for the Systems Flight Overhead to support an objective wing having a population of 3,055 authorizations and 72 PAA.

2.1. Core Element Manpower Required. 5

2.2. Core Range. 2 - 14

2.3. Programming Factor. Authorized Unit Population

3. Standard Data:

3.1. Classification. Type III

3.2. Approval Date. 1 March 1993

3.3. Man-Hour Data Source. Workshop Measurement

3.4. Man-Hour Equations.

3.4.1. Chief of Systems

$$Y = 178.71 + 2.601(X)$$

3.4.2. Administration

$$Y = 55.40 + 1.201(X)$$

3.5. Workload Factor(X):

3.5.1. Title. Authorized Manpower in Systems Flight.

3.5.2. Definition. Total authorized manpower in the Systems Flight. Do not include Contract Manpower Equivalents (CMEs) in the workload count.

3.5.3. Source. The Unit Manpower Document (UMD).

3.6. Study Team:

3.6.1. Study Leader. Mr Larry Carmack AFCOMMET/MOMM.

No. of Pages: 6

OPR: HQ AFMEA/PLDM

OCR: AFCOMMET

Distribution: F

3.6.2. Functional Representatives.

3.6.2.1 CMSgt Barry Mackey, HQ AFCC/SY.

3.6.2.2. CMSgt Edward Platt, HQ AFCC/SY.

3.6.2.3. Program Manager. MSgt Dennis Deas, HQ AFMEA/AED.

4. Application Instructions.

4.1. Systems Flight Overhead.

4.1.1. Equation 1. (Chief of Systems) Apply all manpower element standards for the Systems Flight. Sum the required manpower and use this as the WLF value to solve the equation.

4.1.2. Equation 2. (Administration) Apply all manpower element standards for the Systems Flight, including Equation 1, Chief of Systems. Sum the required manpower and use this as the WLF value to solve the equation.

4.2. Divide the computed allowed man-hours for Equations 1 and 2 by the appropriate Man-hour Availability Factor (MAF) and overload factor. DO NOT AGGREGATE. Use the current rounding rules to determine whole manpower requirements.

4.3. Refer to the Manpower Table for skill and grade distribution of the whole manpower requirement.

5. Statement of Conditions. This function has no environmental conditions that impact the work centers ability to perform work identified in the Element Description.

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3 Attachments

1. Element Description
2. Standard Manpower Table
3. Process Analysis Summary

ELEMENT DESCRIPTION**SYSTEMS FLIGHT OVERHEAD****1. PERSONNEL MANAGEMENT:****1.1. ADMINISTERS PERSONNEL:****1.1.1. INDOCTRINATES PERSONNEL.**

1.1.2. RATES PERFORMANCE. Prepares Evaluation. Indorses Evaluation.

1.1.3. MANAGES CIVILIAN PERSONNEL. Writes/Edits Position Description. Submits request for hire action. Interviews applicant and makes selection.

1.1.4. NOMINATES PERSONNEL FOR AWARD.

1.1.5. MONITORS MANAGEMENT IMPROVEMENT PROGRAM. Assists subordinate in developing improvement suggestion. Processes suggestion received for evaluation.

1.2. REVIEWS INCOMING DISTRIBUTION.**1.3. REVIEWS OUTGOING DISTRIBUTION.****1.4. REVIEWS REPORT AND STATISTICAL DATA.****1.5. DEVELOPS BUDGET ESTIMATE.****1.6. INSPECTS FACILITY.****1.7. INVESTIGATES MISHAP OR INCIDENT.****1.8. RECEIVES AND ASSISTS VISITING OFFICIAL.****1.9. PLANS WORK CENTER ACTIVITY.****1.9.1. PREPARES PLAN.****1.9.2. DEVELOPS/REVIEWS DIRECTIVE.****1.10. DIRECTS WORK CENTER ACTIVITY.****1.10.1. MONITORS WORK IN PROGRESS.**

1.10.2. COORDINATES WITH DIVISION, BRANCH, SECTION, WORK CENTER, OR OTHER UNIT OR AGENCY ON PERSONNEL STATUS.

1.10.3. INFORMS BRANCH, SECTION, AND/OR WORK CENTER PERSONNEL ON CHANGE AFFECTING INDIVIDUAL OR SYSTEMS ACTIVITY.

1.10.4. PREPARES ROUTINE CORRESPONDENCE.**1.10.5. COUNSELS PERSONNEL.****1.11. COORDINATES WITH OUTSIDE AGENCY.****1.12. PREPARES FOR MEETING.****1.13. CONDUCTS OR ATTENDS MEETING.****2. ADMINISTRATION:**

2.1. TYPES COMMUNICATION. Types letter, message, report, Airman Evaluation, Officer Evaluation, Civilian Evaluation, indorsement to evaluation, statistical data. Types plan, schedule, or roster.

2.2. PROCESSES UNCLASSIFIED DISTRIBUTION.**2.2.1. PROCESSES INCOMING DISTRIBUTION.****2.2.2. PROCESSES OUTGOING DISTRIBUTION.****2.3. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE.****2.3.1. ESTABLISHES FILE.****2.3.2. FILES CORRESPONDENCE.****2.3.3. MAINTAINS SUSPENSE FILE.****2.3.4. DISPOSES OF RECORD.****2.3.5. MAINTAINS LOG AND REGISTER.****2.3.6. MAINTAINS SECURITY FILE.****2.3.7. MAINTAINS PERSONNEL LOCATOR FILE.****2.4. MAINTAINS CLASSIFIED MATERIAL.****2.4.1. CONTROLS MATERIAL.****2.4.2. INVENTORIES MATERIAL.****2.4.3. SAFEGUARDS MATERIAL.****2.4.4. DESTROYS MATERIAL.**

- 2.5. MAINTAINS UNCLASSIFIED PUBLICATION FILE.
- 2.5.1. OBTAINS ADMINISTRATIVE PUBLICATION.
- 2.5.2. MAINTAINS INDEX.
- 2.5.3. MAINTAINS PUBLICATION.
- 2.6. OPERATES COPYING MACHINE.
- 2.6.1. OPERATES MACHINE.
- 2.6.2. COLLATES COPIES.
- 2.7. MAINTAINS STOCK OF BLANK FORMS.
- 2.8. MAINTAINS STATUS CHART OR BULLETIN BOARD.
- 2.9. MAINTAINS TIME AND ATTENDANCE CARD.
- 2.10. PROVIDES STENOGRAPHIC SERVICE.
- 2.10.1. TAKES DICTATION.
- 2.10.2. TAKES MINUTES.
- 2.10.3. TRANSCRIBES NOTES AND RECORDINGS.
- 2.11. MAINTAINS APPOINTMENT RECORD.
- 2.12. ACKNOWLEDGES VISITOR.

| STANDARD MANPOWER TABLE | | | | | | | | | | | |
|---|-------|-------|------------------------------|----|----|---|---|---|---|---|----|
| WORK CENTER/FAC | | | APPLICABILITY MAN-HOUR RANGE | | | | | | | | |
| SYSTEMS FLIGHT OVERHEAD/38A1 | | | 160.7 - 2089.1 | | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| Communications Computer | 33S4 | MAJ | | | | | | | | | 1 |
| Communications Computer | 33S3 | CPT | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| SEE NOTE #1 | | CMS | | | 1 | 1 | 1 | 2 | 2 | 2 | 2 |
| SEE NOTE #2 | | SMS | | | | | 1 | 1 | 1 | 2 | 2 |
| SEE NOTE #3 | | MSG | | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 |
| Information Management Jrnymn | 3A051 | SSG | | | | 1 | 1 | 1 | 1 | 1 | 1 |
| Information Management Jrnymn | 3A051 | SRA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 |
| TOTAL | | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| Communications Computer | 33S4 | MAJ | 1 | 1 | 1 | | | | | | |
| Communications Computer | 33S3 | CPT | | | | | | | | | |
| SEE NOTE #1 | | CMS | 2 | 3 | 3 | | | | | | |
| SEE NOTE #2 | | SMS | 2 | 2 | 3 | | | | | | |
| SEE NOTE #3 | | MSG | 2 | 2 | 2 | | | | | | |
| Information Management Jrnymn | 3A051 | SSG | 1 | 1 | 1 | | | | | | |
| Information Management Jrnymn | 3A051 | SRA | 3 | 3 | 3 | | | | | | |
| NOTE #1 CEM 2E000/2E700/3C000 MAY BE AUTHORIZED AT THE COMMANDS DISCRETION. | | | | | | | | | | | |
| | | | | | | | | | | | |
| NOTE #2 AFSC 2EX9X/3C090 MAY BE AUTHORIZED AT THE COMMANDS DISCRETION. | | | | | | | | | | | |
| | | | | | | | | | | | |
| NOTE #31 AFSC 2EX7X/3C071/3C171/3C271 MAY BE AUTHORIZED AT THE COMMANDS DISCRETION. | | | | | | | | | | | |
| | | | | | | | | | | | |
| TOTAL | | | 11 | 12 | 13 | | | | | | |

**SYSTEMS FLIGHT OVERHEAD
PROCESS ANALYSIS SUMMARY**

| | MAN-HOURS | FRACTIONAL MANPOWER |
|-------------------------------|------------------|--------------------------------|
| SYSTEMS FLIGHT MANAGEMENT | 410.20 | 2.353 |
| SYSTEMS FLIGHT ADMINISTRATION | 165.89 | 1.032 |
| | | |
| ELEMENT TOTAL MANPOWER | = | 5 |